



# 5 steps to conduct a virtual lesson

Guide to delivering video-based classes

This guide provides all the necessary steps, access to online resources and materials required to deliver an online video lesson. Below is a summary of the 5 steps. Details for each step are provided in the following pages.

### Step 1: Get Started

How to start a video class and use the key features.

### Step 2: Advanced

Introduction to using the advanced features of the video class.

### Step 3: Google Calendar

How to use the video classroom with Google Calendar.

### Step 4: Prepare for first lesson

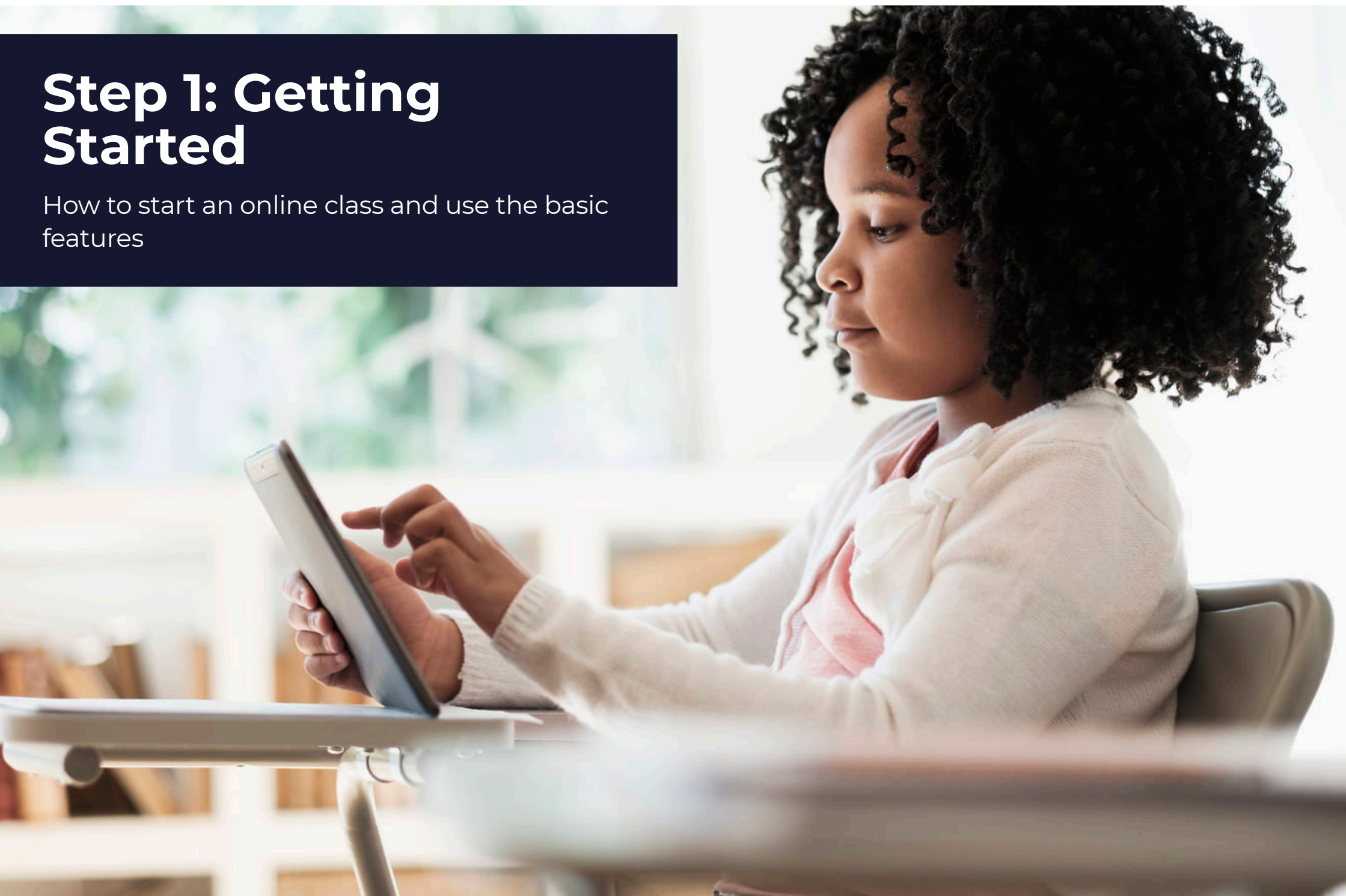
Tips to get you ready for that first lesson.

### Step 5: The First Lesson

A checklist to support your delivery of that first video lesson.

# Step 1: Getting Started

How to start an online class and use the basic features

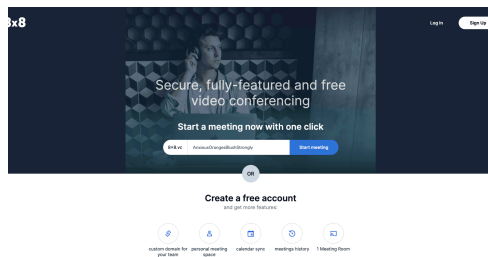


# Step 1: Getting started.

This section will show you how to access the online video classroom site and how to use the basic features.

## Access the online classroom

To get started, access the online classroom capability [here](#).



Access this site to start an online video class.

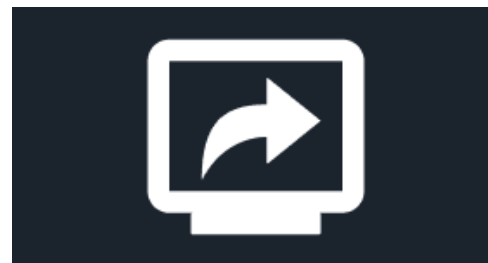
## Starting a session

Click on "Start meeting" to start a lesson. Your screen will then look something like this:

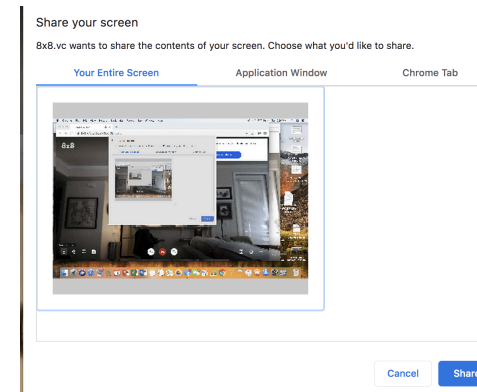


## The capabilities: Share your screen

To share lesson content from your computer screen, click on this link located in the lower left part of your screen:



A box will pop-up asking what you would like to share:



Select what you would like to share - everything on your computer screen, a specific application or a web page on a Chrome tab. Then, click on the image and then click on "Share". Now the selected content will be visible in the video classroom.

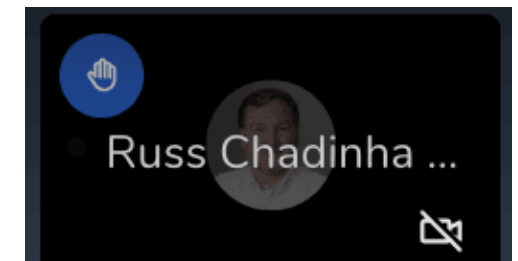
## Raise your hand

When students have a question, they can raise their hand by selecting this icon in the lower left

corner of the screen:



A blue "Raised Hand" will then appear on that student's image:



Once the student's question has been answered, they click the icon again to lower their hand.

## Chat

The chat window is available to add links, instructions and additional material. Students can

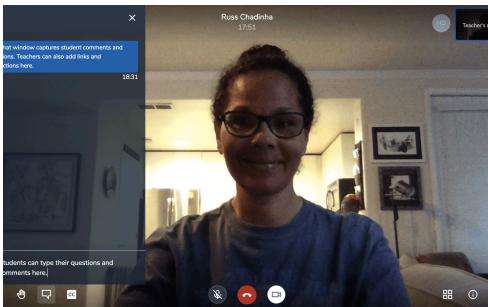
also post questions and comments here. Click this icon, located at the lower left of the screen, to open the chat window:

After clicking the icon, the chat window will appear:



## Subtitles

You can add subtitles to your



session by clicking this icon:



Click on the icon again to turn the subtitles off.

## Mute

For those moments where you need to mute your microphone, merely click this icon:



The icon will change to this look, indicating the video class can no longer hear you:



Click the icon again to enable your audio.

## Leave meeting

To end the session, click this icon:



Note that clicking this icon will end the session for everyone.

## Start/ stop camera

To turn your camera on/off, click on this icon. This version means

the camera is on:



Clicking it will turn it to this look - meaning the camera is off:



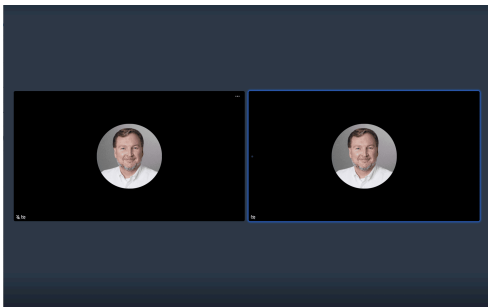
## Tile view

The tile view rearranges all of the meeting participants. They start off on the the right hand side of the screen. Clicking on the Tile

View icon:



will change the view of the meeting participants to this format:



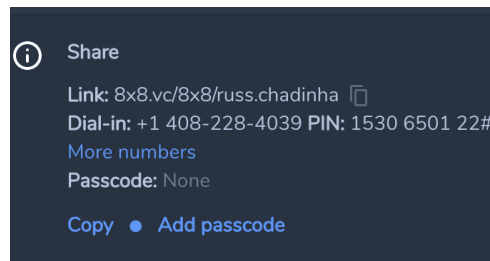
## Share meeting details

To invite attendees and include the meeting link and details in an email, click on this icon to access the detailed meeting information:

Clicking on this icon pops-up the meeting details:



Select "Copy" and now you can paste the details into an email or calendar invite.



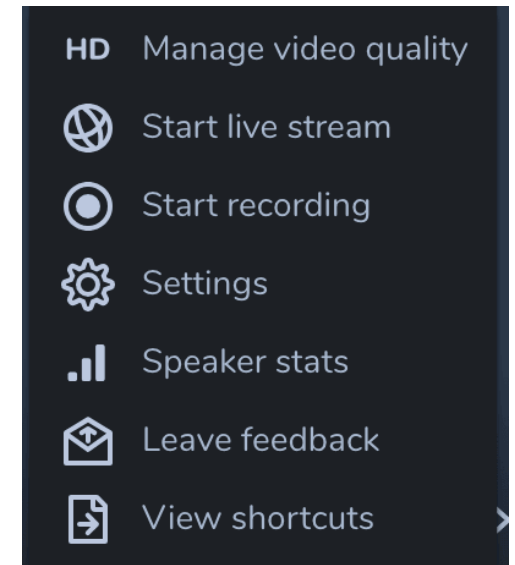
Adding a passcode will be covered in the Advanced section.

## More actions

Clicking on this icon will access a list of more actions:



The list of actions will be covered in the Advanced section:



Nice work completing Step 1.

Key links:

[Link to starting a video class](#)

# Step 2: Advanced Features

How to use the advanced online classroom features



# Step 2: Advanced features

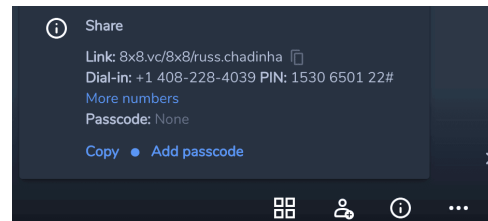
This section demonstrates how to access and use the advanced features of the video classroom.

## Set a passcode

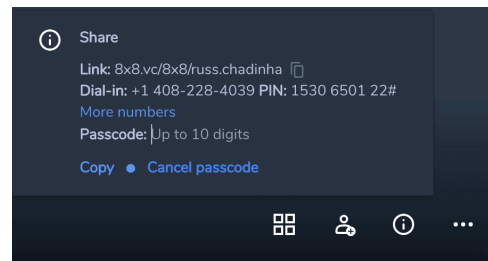
To set a passcode for your video class, click on this icon located at the bottom right corner of the screen:



Now the meeting information is displayed:



Select "Add passcode"



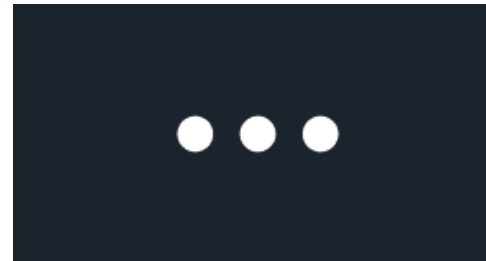
Now you can type in a passcode, using numbers only, for your video class. Note, passcodes can be up to 10 digits. Press "Enter" after typing in the passcode.

## Adjust settings

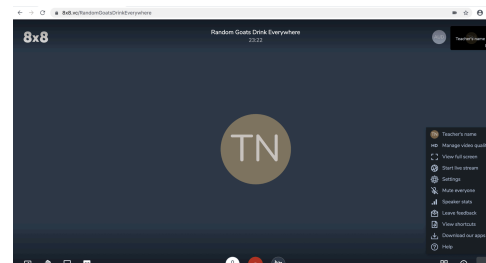
Use Settings to adjust any devices,

update your profile name, change the default language used for displayed text.

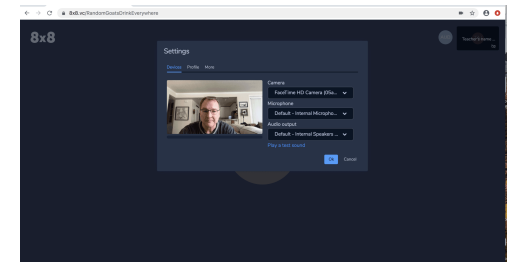
Start by clicking this icon located in the lower right corner of the screen, to access Settings:



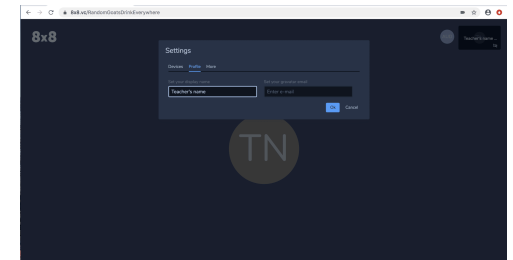
The menu will be displayed:



Select "Settings" to start making adjustments:

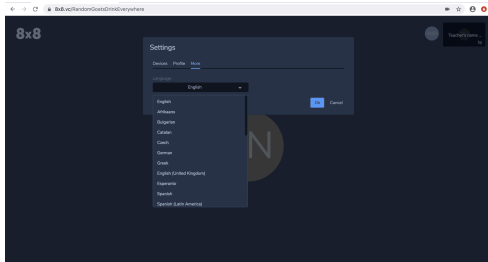


For devices, you can select the camera, microphone and headphones on this screen. Once finished, select "Profile" to add your name and email:



Add the name and email for your video classroom.

When finished, select "More" to access the language settings:



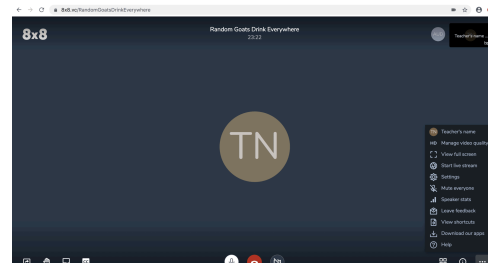
Select the appropriate language and select "Ok" to save your new settings.

Full screen view

To increase the view to a full screen view, click on this icon located in the lower right hand corner of the screen:



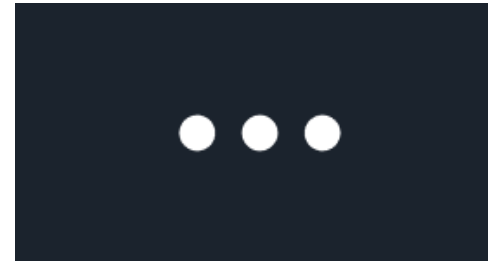
to bring up the menu:



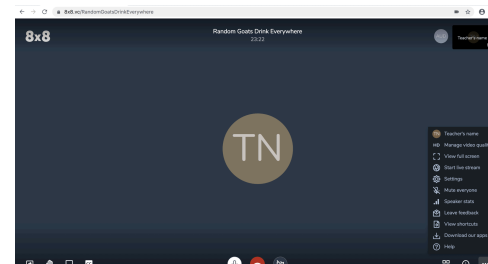
From the menu, select "View full screen". Now the video classroom will be presented in full screen mode. Select "Esc" (the escape key) to exit full screen mode.

## Shortcuts

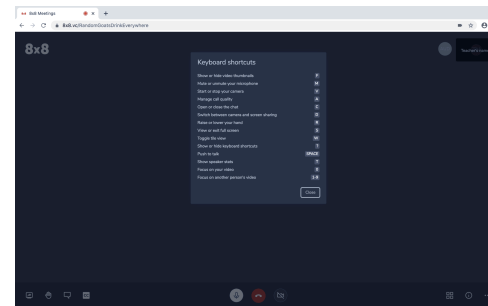
To make navigating the video classroom easier, there are a set of shortcuts. Pressing these keys while conducting a lesson will turn the capability on/off. To find the shortcuts, click on this icon in the lower right corner of the screen:



The menu will be displayed. Select "View shortcuts":



The shortcut codes are displayed:

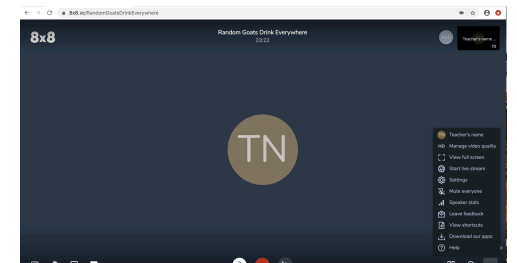


## Speaker stats

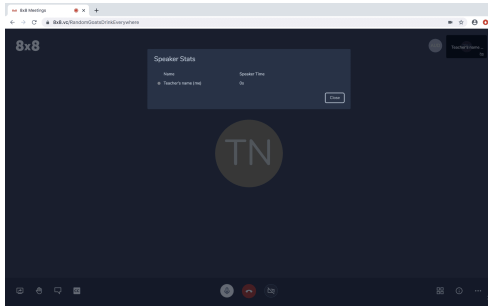
You can see how long you are speaking during the video classroom with the speaker stats. To access the speaker stats, click on this icon located in the lower right corner of the screen:



The menu is displayed. Select "Speaker stats":



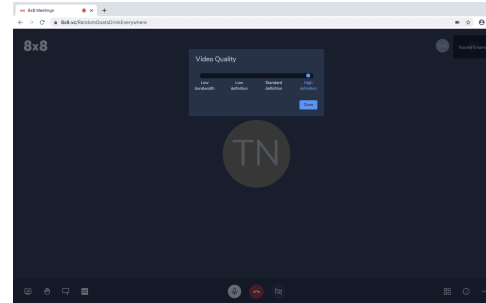
The speaker stats are displayed:



Click on this icon in the bottom right corner of the screen:



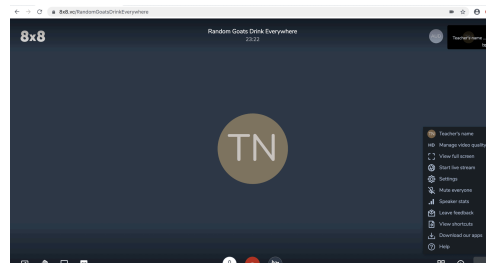
Now the video settings are displayed:



## Manage video quality

There may be times where you are working remotely and the network/ internet service isn't very good. To address those situations, you can easily adjust the amount of bandwidth consumed by the video classroom to maintain clear audio.

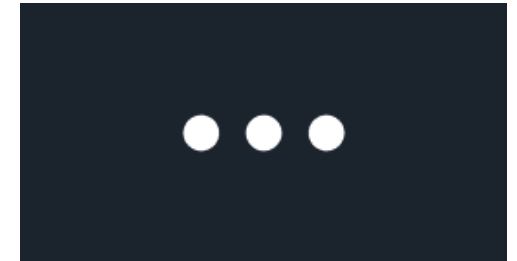
Now the menu is displayed. Select "Manage video quality":



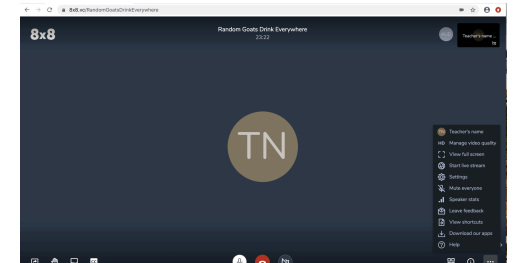
You can quickly change the settings to a level that reduces the strain on the network to ensure the right balance of audio quality and video resolution.

## Live stream for large groups

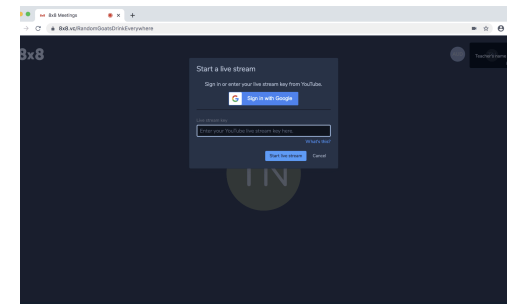
The live stream capability enables video classrooms for groups greater than 50 participants. To set-up a live stream capability, click on this icon:



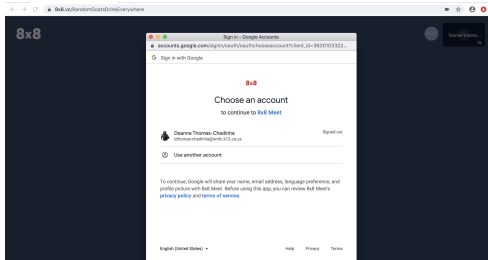
Now the menu is displayed:



Select "Start live stream" to start the set-up:



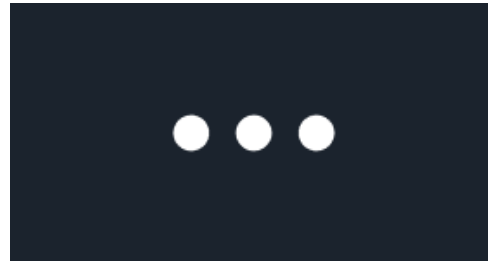
Sign in with your Google password.



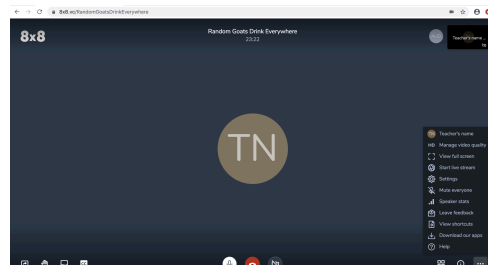
Note that you will have to have Live Streaming already enabled for your account to access this capability. Here is the [introduction to enabling Live Streaming from Google Support](#).

## Download the apps

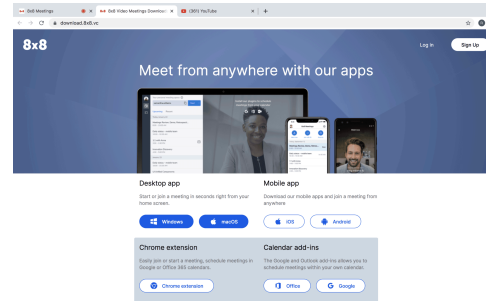
To add the video classroom apps (Chrome extensions) and calendar add-ins (Office and Google) to your devices for additional ease and convenience, click on this icon located in the lower right corner of your screen:



From the menu, select "Download our apps":

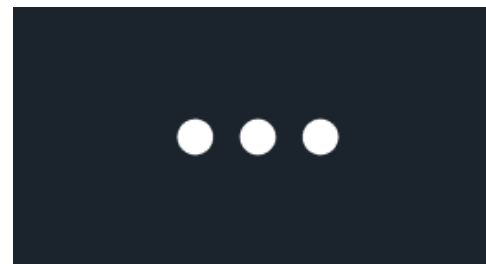


You will be taken to this page to access the appropriate option for your devices:

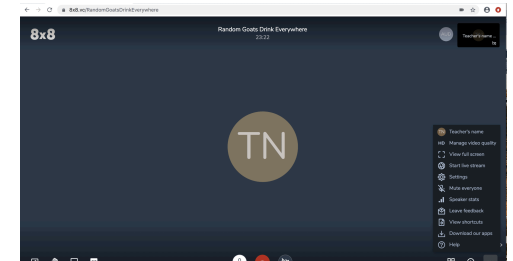


## Leave feedback

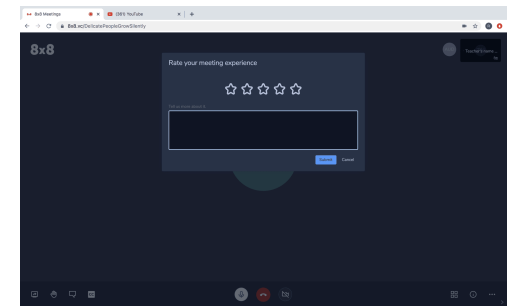
As you use the video classroom capabilities, your feedback is critical to ensuring the product works as you need it to. Provide your insights by clicking on this icon located in the lower right corner of the screen:



From the menu, select "Leave feedback":



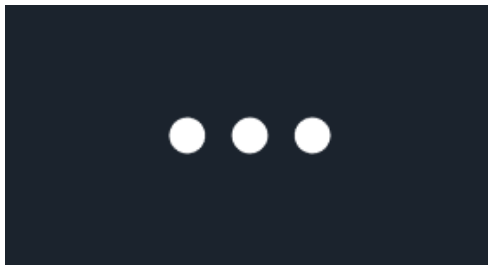
Now you can add your comments and suggestions and then click "Submit" to send them to the development team. The development team reviews all comments to help prioritize which new capabilities are added:



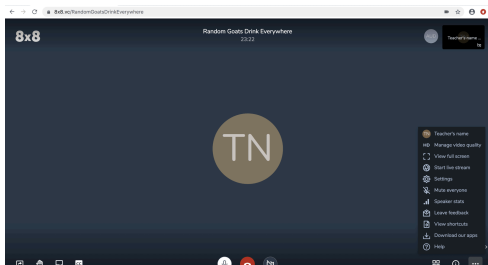
## Help

To access "how to" information, the video classroom contains a

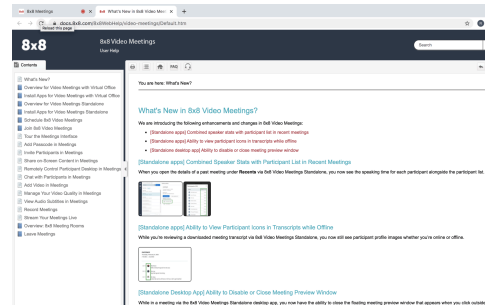
knowledgebase of frequently asked questions. Access this information by clicking on this icon located in the lower right corner of the screen:



From the menu select "Help":

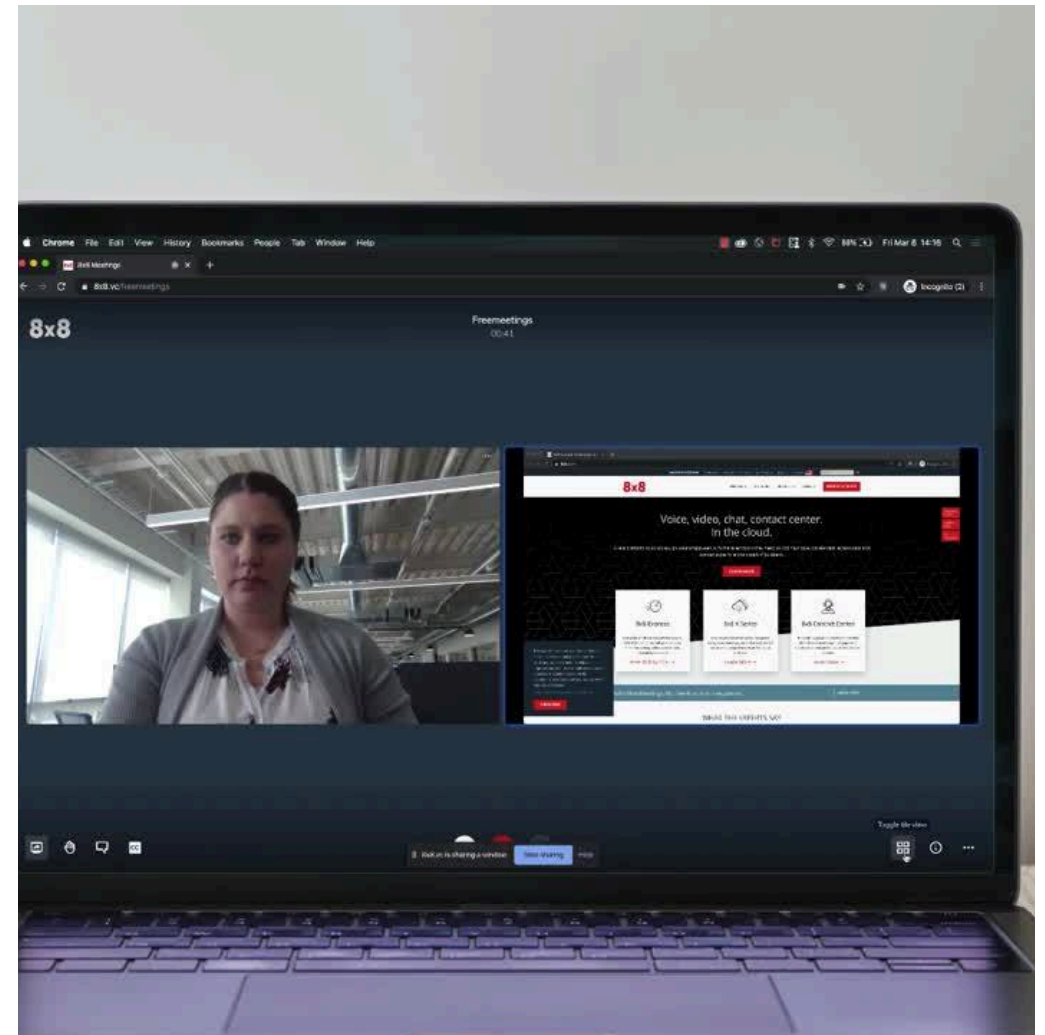


The Help information is presented:



Congratulations on finishing step 2!

Key links:  
[How to set-up Live Streaming](#)



How to start a video class

# Step 3: Add To Calendars

Adding the video class to Outlook and Google calendars

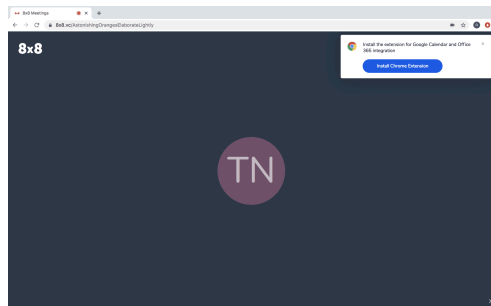


# Step 3: Add to your calendar

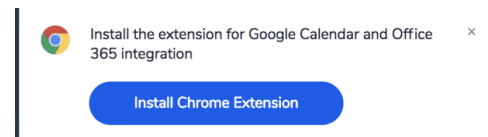
Here are the steps to add Outlook and Google Calendar enabling you to put classes on calendars.

## Google Calendar

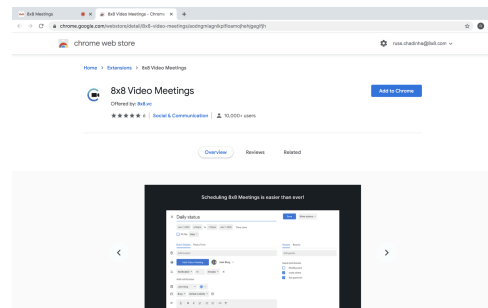
When you start a meeting:



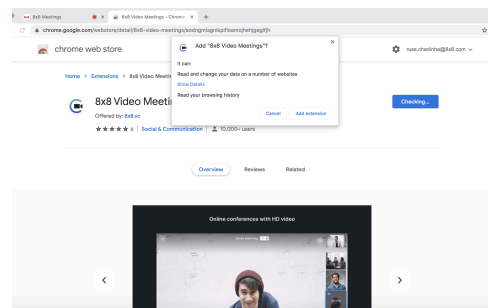
you will see the notice to add the calendars:



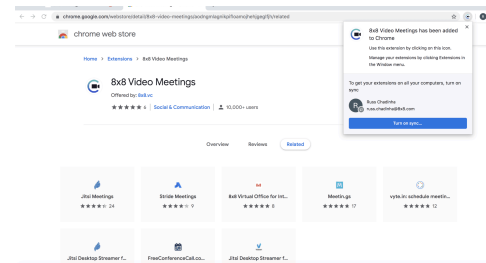
Click on "Install Chrome Extension" to access the Google Chrome app store:



Click on "Add to Chrome". You will be asked to allow the addition:

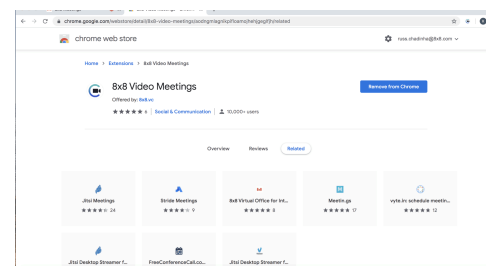


Click "Add extension" to complete this step:



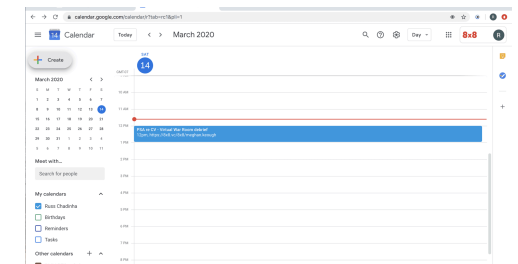
Now video classes can be scheduled using Google Calendar.

Note that you can remove the Chrome extension at any time by returning to the Google Chrome App store and selecting "Remove from Chrome":

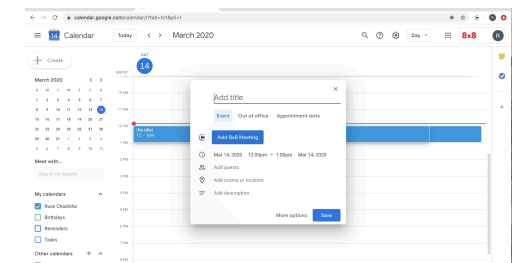


## Schedule in Google Calendar

With the Chrome extension in place, scheduling a video classroom or meeting can be done in one click. To start, access your Google Calendar:



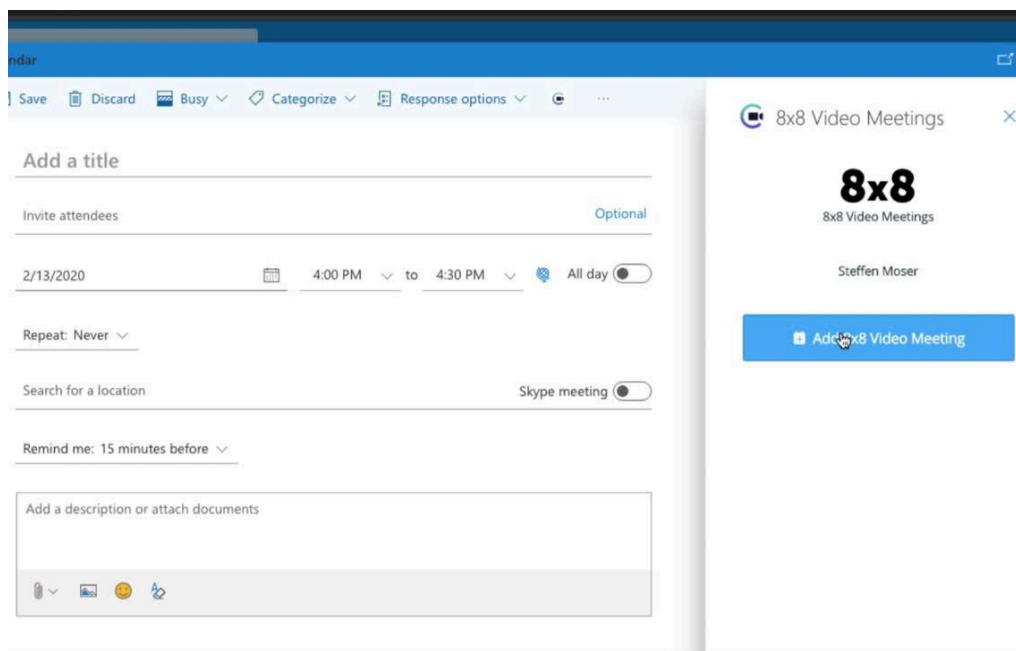
Click "+ Create" to schedule a class:



Click on "More options" to expand

To add class times into Microsoft Outlook, start a meeting:





Add Video Classroom to Microsoft Outlook

Congratulations on completing step 3!

Key links:

[Chrome extensions](#)



## Step 4: Prepare for the first lesson

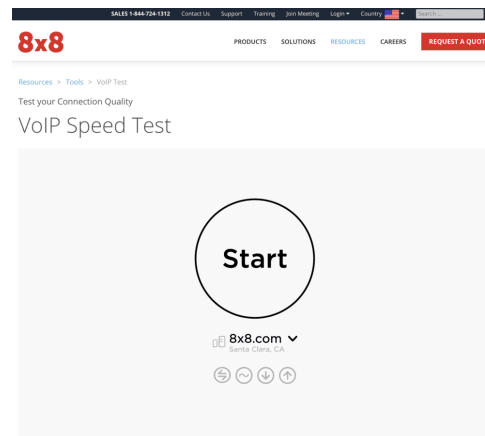
Getting set-up for success

# Step 4: Prepare for the first lesson.

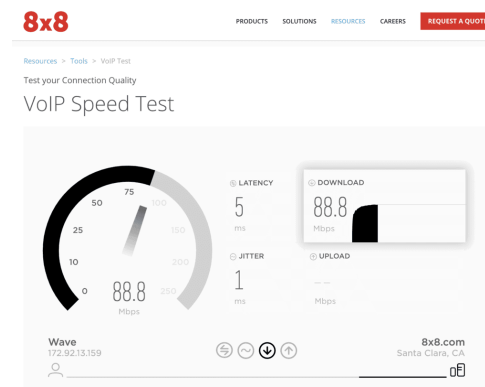
## Test your network performance

Working from home or remote locations means having to rely on internet bandwidth that may not be up to the standards provided by the school network. Before conducting a video lesson, you can quickly assess the network performance of your remote location with this connection quality test.

Start by accessing the [connection quality test](#):

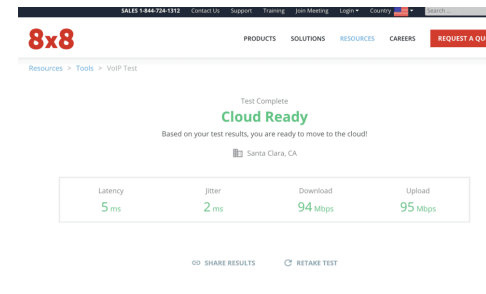


Click "Start" to begin the test. The test will assess the download and upload speeds of the connection:



Results are provided showing the

quality of the connection being used:

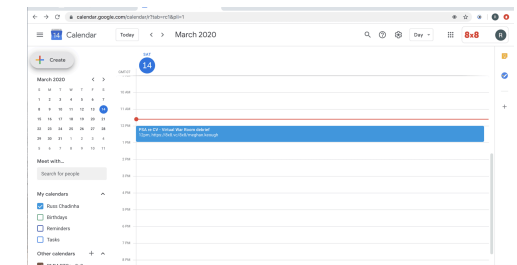


If the connection is not "Cloud Ready" you may want to talk with IT to determine options.

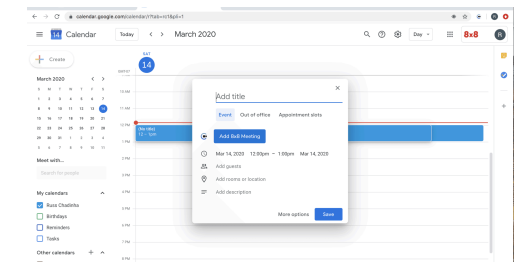
## Create the meeting in Google Calendar

Time to put classes on calendars - at least yours. [Step 3](#) is dedicated to adding classes to calendars. This brief reminder is for Google Calendar:

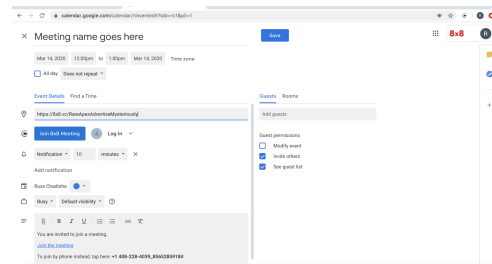
To start, access your Google Calendar:



Click "+ Create" to schedule a class:



Click on "More options" to expand the meeting details view:



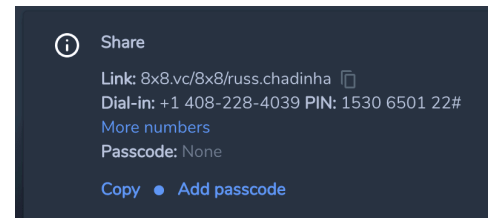
Simply click on "Add 8x8 Meeting" and all of the class access details are instantly added to the meeting within the calendar. Anyone invited to the class will be able to join by clicking on "Join the meeting".

## Send the class invite using email

You can send the class invite to students using email. From the meeting screen, select this icon in the lower right corner of the screen:

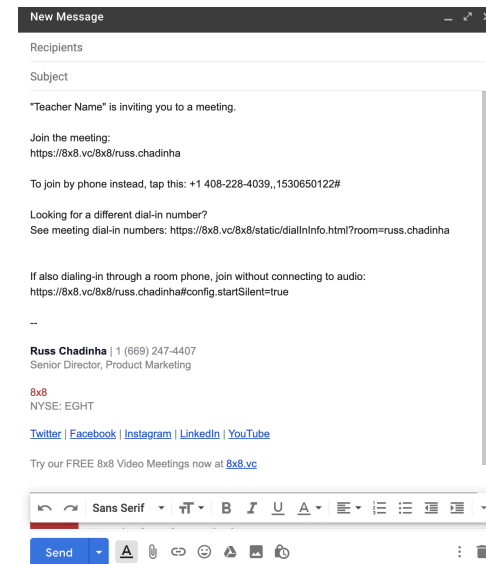


It brings up the class details:



Click "Copy".

Now you can start an email and paste these video class details into the body of the email:



Students will be able to click on the link in the email and join the class.

## Content readiness - being "content ready" for the lesson

When it comes time to start sharing content for the lesson, there are three preparation points to consider:

1. Have links to content, instruction guides ready in a format that can be copied into the chat for the beginning of the lesson.
2. Have all content open and ready to access and share.
3. Incorporate sharing and encourage posting to the chat to increase interaction.

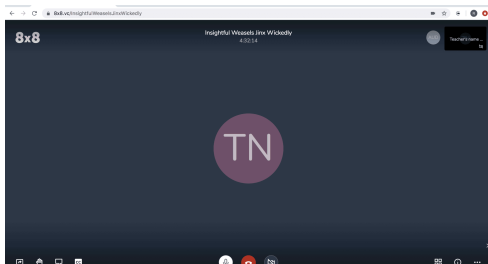
## Posting information to chat

Here's an example. You want the students to access content on Google Classroom and a website during the lesson. You can gather that information in the form of

links to make them ready to paste into the chat.

- Access [content name] on Google Classroom. [link here]
- Math: access Khan Academy [Trigonometry with right triangles](#)
- Homework due xx/xx/xxxx

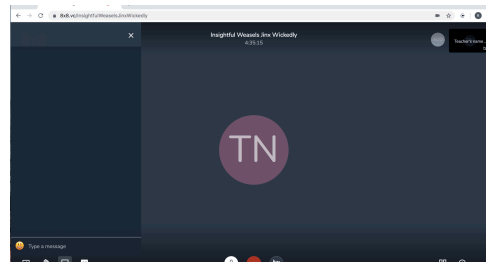
This information can now be easily added to a chat room. To practice, start a meeting:



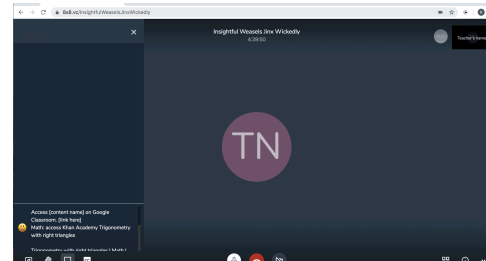
Open the chat window by clicking on this icon located in the lower left corner of the screen:



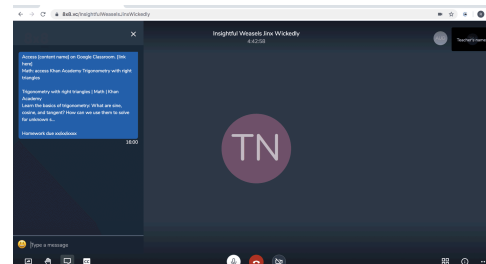
Now the chat window is open:



Copy and paste the information into the lower left corner where it shows "Your message":



Press the "Enter" key and your information will be posted to the chat:



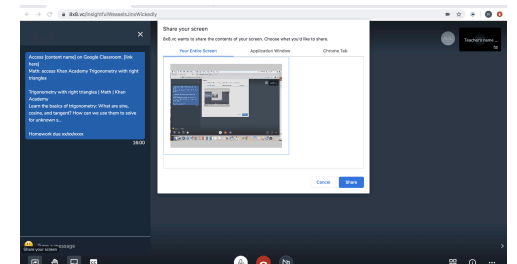
## Sharing content

You can share any information that is available from your computer. Here's an example of

sharing a Powerpoint slide and web site. Have your Powerpoint slide and website open on your computer. Click on this icon in the lower left corner of the screen:

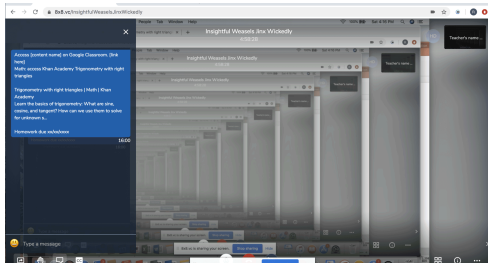


This opens the sharing options:

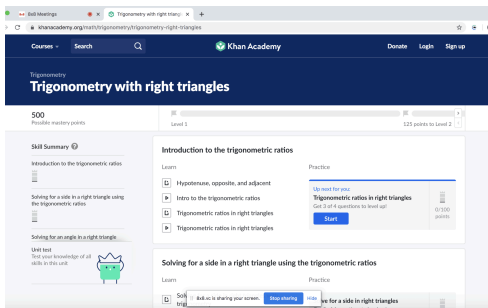


To share different forms of content, in this example PowerPoint and a web page, select "Your Entire Screen", click

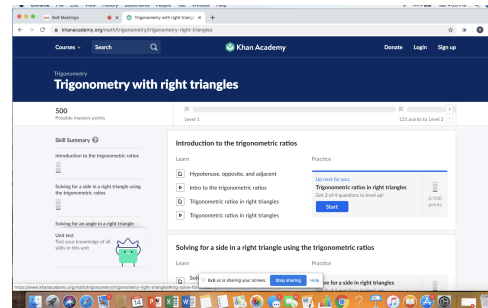
on the image and then click "Share". You will get a screen that looks like this - no worries, nothing is broken:



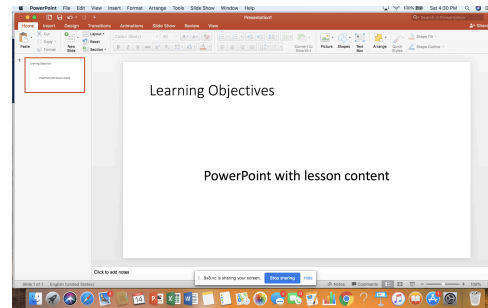
Simply select the content you would like to share and it will be presented. Lets start with the web page. Click on the tab at the top to access the web page you would like to share:



Here's what the students are now seeing. The note at the bottom of the screen tells you that you are sharing what's on the screen. Now you can select PowerPoint to start presenting that content. Click on the PowerPoint icon at the bottom of your screen:



Now the slide is showing:



Notice the screen sharing indicator is still present at the bottom of the screen so you know this material is what the students are currently seeing. To stop sharing and return to the class main window, select "Stop sharing".

## Interactivity

To encourage interaction during the lesson:

- students can ask questions and comment in the chat
- students can share content with the rest of the class from their computers
- you can check for understanding at any point by asking students to raise their virtual hands if they don't understand a topic that was just presented

Congratulations on completing step 4!

Key links:

[Connectivity test](#)

# Step 5: Video lesson checklist

Reference to use during the lesson



# Step 5: Deliver the video lesson

It's time to deliver the video lesson. Here's a checklist of reminders that you can use when delivering the lesson.

All of us at 8x8 appreciate all that you do to prepare our students for the future. If you have any questions or suggestions that may make this information more helpful, please send them through the "Leave feedback" feature in the video class or send them to [russ.chadinha@8x8.com](mailto:russ.chadinha@8x8.com), or leave us a quick assessment here:

## Was this information helpful?

- ☐ Yes, helped me prepare
- ☐ A little helpful
- ☐ Not helpful

[See results](#)

# Lesson Delivery Checklist

[Test your connection](#)

Start the [video class](#)

Post key links and information into the chat room

Share your screen to present content

Answer questions in the chat room

Encourage interaction with chat and sharing

Set expectations for the next lesson

Index



INDEX - These links will take you to the specific topic in this guide.

## Step 1: Get Started

Introducing the capabilities:

- [Accessing the video classroom site](#)
- [Starting a meeting](#)
- [Share your screen](#)
- [Raise your hand](#)
- [Chat](#)
- [Subtitles](#)
- [Mute](#)
- [Leave meeting](#)
- [Start/ stop camera](#)
- [Tile view](#)
- [Share meeting details](#)
- [More actions](#)
- [Video setting](#)
- [More Actions](#)

## Step 2: Advanced

Explore advanced features:

- [Adjust settings](#)
- [Full screen view](#)
- [Shortcuts](#)
- [Speaker stats](#)
- [Manage video quality](#)
- [Live stream for large groups](#)
- [Download the apps](#)
- [Leave feedback](#)
- [Help](#)

## Step 3: Calendar

Sync with Google Calendar:

- [Set your meeting link as the meeting location](#)
- [Automatically include all call-in details and URLs](#)
- [Enable participants to join with just one click from calendar](#)

## Step 4: Preparation

Prepare for the 1st lesson:

- [Test your network performance](#)
- [Create the meeting in Google Calendar](#)
- [Content readiness - being "content ready" for the lesson](#)

## Step 5: Delivery

Checklist for 1st lesson:

- [Test your connection](#)
- [Start the video class](#)
- [Post key links and information into the chat room](#)
- [Share your screen to present content](#)
- [Answer any questions in the chat room](#)
- [Encourage interaction with chat and sharing](#)
- [Set expectations for the next lesson](#)

Thank you for reading

# Conducting a Lesson